



Department of  
**Environment &  
Conservation**

# MS4 Annual Report Training

Session 2  
June 2023

# Topics for Session 2

During this session, the Division will provide an overview of the form related to:

- Minimum Control Measure 1: Public Education
- Minimum Control Measure 2: Public Involvement & Participation

# MyTDEC Small MS4 Annual Report Form



Home Finder Dashboard My Submissions Help

Ann Morbitt Sign Out

## Help

Use this page to identify the forms which may be most appropriate for your needs.

If you know the form you are looking for, enter the name of the form in the Form Search area.

If you are not sure which forms you need, describe the activity you are looking to in the Form Search area and the system will recommend the forms that may be needed.

Once the appropriate forms are identified, click on the name of a form to view the details of that form and to initiate the form submission process.

## Organization Browser

To find information specific to an organization, please identify the organization using the Select Organization button below.

## Form Search

To search, type in what you are looking for and results will appear automatically.

You can search for:

Form names  
Keywords  
Description of the activity you need to perform

Matching forms will appear in a list below.

## Recommended Forms

Based on your description, the following 3 forms may match your needs.

**NPDES MS4 Annual Report**  
Annual Report - Phase II Municipal Separate Storm Sewer System (MS4)



Home Finder Dashboard My Submissions Help

## NPDES MS4 Annual Report

### INSTRUCTIONS

Per Part 5.1 of the Small MS4 General permit

- The Annual Report shall cover the period beginning on July 1st and ending on June 30th;
- The Annual Report shall be due on September 30th after the end of the reporting period.;
- The permittee shall sign and certify the Annual Report in accordance with subpart 7.11.; and
- The annual report shall be submitted electronically through MyTDEC Forms

Please note references in this form to "the permit" or specific subparts are referencing the 2022 Small MS4 General Permit.

NPDES Tracking Number (ex. TNS00####)

Begin Form Entry

### CONTACT INFORMATION

#### Address

Tennessee Department of Environment and Conservation  
Division of Water Resources  
Tennessee Tower, 11th Floor  
312 Rosa L. Parks Avenue  
Nashville, TN 37243

### CONTACTS

TDEC Phone: 888-891-8332  
Central Office: Water.Permits@tn.gov

### ADDITIONAL LINKS

Division MS4 Program Page

# MCM 1 & MCM 2

## ☐ Minimum Control Measure 1 (MCM 1)

NPDES MS4 Annual Report ?  
MS4 Owner Name Small MS4 General Permit Submission HPT-Q2XD-WGKXB Revision 1 Form Version 1.12 ⚙

General Information ↑ PREVIOUS SECTION  
General Information

**MCM 1: Public Education**

MCM 2: Public Involvement And Participation

**MCM 1: Public Education**

## ☐ Minimum Control Measure 2 (MCM 2)

MCM 1: Public Education ✓

**MCM 2: Public Involvement And Participation**

**MCM 2: Public Involvement And Participation**

Below report on the involvement/participation activities completed during the reporting year. The tables are designed to present the minimum

## NPDES MS4 Annual Report ?

MS4 Owner Name Small MS4 General Permit Submission HPT-Q2XD-WGKXB Revision 1 Form Version 1.12



General Information



PREVIOUS SECTION  
General Information



MCM 1:  
Public Education

MCM 1: Public Education

MCM 2: Public  
Involvement



®

# MCM 1: Public Education & Outreach on Stormwater Impacts

MCM 1: Permit Subpart **4.2.1.**

# MCM 1 – Form Section Overview

NPDES MS4 Annual Report ⓘ  
MS4 Owner Name Small MS4 General Permit Submission HPT-Q2XD-WGKXB Revision 1

General Information

PREVIOUS SECTION  
General Information

MCM 1: Public Education

MCM 2: Public Enforcement

MCM 1: Public Education

Provide the status of your MS4 program's public education and outreach activities for the **Public** audience during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY	MANAGEMENT MEASURE: SCM/BMP MAINTENANCE	MANAGEMENT MEASURE: STORAGE, USE, DISPOSAL OF FLUIDS	MANAGEMENT MEASURE: ILLICIT DISCHARGES	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE	SPONSORED ACTIVITIES
Public		Select...	Select...	Select...	Select...				N/A x

ADD ROW

Below report on the educational activities completed during the reporting year. Delete unused rows (click X at end of row). Add rows (add row on bottom of table) to report add activities.

Provide the status of your MS4 program's public education and outreach activities for the **Engineering and Development Community** during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: LONG TERM WATER QUALITY IMPACTS	MANAGEMENT MEASURE: CONSTRUCTION WATER QUALITY IMPACTS	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE
Engineering and Development Community		Select...	Select...			

ADD ROW

Provide the number of activities completed during the reporting year for the **Public** (Subpart 4.2.1.1. of the permit).

\*

Provide the number of activities completed during the reporting year for the **Engineering and Development Community** (Subpart 4.2.1.2. of the permit).

\*

How many **employees** (that are new to the MS4 or new to the job category) have NOT been educated in accordance with the PIE plan within 6 months?

\*

For existing **employees**, provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.

\*

## Supporting Documentation for Activities described in this section.

You may attach supporting documentation for this MCM such as photos, sign in sheets, flyers, etc.

Please be aware that files exceeding 500 MB in size are not recommended.

Drop files here to upload

OR

CHOOSE FILE

Comment

# MCM 1 - Objectives

Reduce or eliminate behaviors and practices that cause or contribute to the impacts of stormwater discharges on water bodies and the steps that the audiences can take to reduce pollutants in stormwater runoff to the maximum extent practicable.

## Reach three major audiences:

- the **public** (4.2.1.1);
- **engineering and development community** (4.2.1.2); and
- **employees** (4.2.1.3).

# Three Major Audiences

- Management Measure
- Measurable Goals
- **Annual Report Requirement**

# The Public

## Management Measure

Conduct activities as described in the PIE plan targeted to address the following issues:

- a. General awareness of the impacts on water quality;
- b. Awareness of the importance of maintenance activities for operators of permanent Best Management Practices (BMPs)/Stormwater Control Measures (SCMs);
- c. Awareness of the proper storage, use, and disposal of pesticides, herbicides, fertilizers, oil and other automotive-related fluids; and
- d. Awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.

# The Public

Measurable Goals	
Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under “management measures” every reporting year.	
MS4 Population at NOI submittal	Minimum Number of activities conducted
Population $\leq$ 10,000	Per 5 year permit term 2
10,001 $\leq$ Population $\leq$ 25,000	Per each reporting year 1
25,001 $\leq$ Population $\leq$ 50,000	Per each reporting year 3
Population greater than or equal to 50,001	Per each reporting year 6

# The Public

## Annual Report Requirement

- Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience; and
- Approximate # of that audience reached.

For sponsored activities only:

- Identify if the event sponsored monetarily or as a donation in kind

### Annual Report Requirement

- Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed;
- specifically targeted audience and;
- approximate number of that audience that was reached.

For sponsored activities only:

- Identify if the event sponsored monetarily or as a donation in kind

# Form Example

## MCM 1: Public Education

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

2

Measurable Goals	
Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.	
MS4 Population at NOI submittal	Minimum Number of activities conducted
Population $\leq$ 10,000	Per 5 year permit term 2
10,001 $\leq$ Population $\leq$ 25,000	Per each reporting year 1
25,001 $\leq$ Population $\leq$ 50,000	Per each reporting year 3
Population greater than or equal to 50,001	Per each reporting year 6

MCM 1: Permit Subpart **4.2.1.1.**

# Form Example

Provide the status of your MS4 program's public education and outreach activities for the Public audience during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY	MANAGEMENT MEASURE: SCM/BMP MAINTENANCE	MANAGEMENT MEASURE: STORAGE, USE, DISPOSAL OF FLUIDS	MANAGEMENT MEASURE: ILLICIT DISCHARGES	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE	SPONSORED ACTIVITIES
Public	Local Waterway Festival	Yes x	No x	Yes x	Yes x	10/01/2022	General Public	86	N/A x
Public	Permanent BMP/SCM Event	Yes x	Yes x	Yes x	Yes x	02/01/2023	Homeowners, HOAs, small business	32	N/A Monetary Donation in kind

ADD ROW

**Annual Report Requirement**

Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed;
- specifically targeted audience and;
- approximate number of that audience that was reached.

For sponsored activities only:

- Identify if the event sponsored monetarily or as a donation in kind

MCM 1: Permit Subpart **4.2.1.1.**

# Form Guidance

## Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.1.1.a.General awareness of the impacts on water quality)

Management Measure: SCM/BMP Maintenance (Select Yes if the activity listed in this row addressed the 4.2.1.1.b. Awareness of the importance of maintenance activities for operators of permanent Best Management Practices (BMPs)/Stormwater Control Measures (SCMs).)

Management Measure: Storage, Use, Disposal of Fluids (Select Yes if the activity listed in this row addressed the 4.2.1.1.c. Awareness of the proper storage, use, and disposal of pesticides, herbicides, fertilizers oil and other automotive-related fluids.)

Management Measure: Illicit Discharges (Select Yes if the activity listed in this row addressed the 4.2.1.1.d. Awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. school age children, Homeowners with SCMs) A broad based event such as tabling at a festival may list general public as the specifically targeted audience.

# of Audience (Enter the approximate number of individuals that were reached with this activity.)

Sponsored Activities (Identify if the event sponsored monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)

Provide the status of your MS4 program's public education and outreach activities for the Public Audience during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY	MANAGEMENT MEASURE: SCM/BMP MAINTENANCE	MANAGEMENT MEASURE: STORAGE, USE, DISPOSAL OF FLUIDS	MANAGEMENT MEASURE: ILLICIT DISCHARGES
Public	Local Waterway Festival	Yes x	No x	Yes x	Yes x
Public	Permanent BMP/SCM Event	Yes x	Yes x	Yes x	Yes x

ADD ROW

MCM 1: Permit Subpart **4.2.1.1.**

# “Helpful Hints”

- Form fields that display a \* must be filled in.
- At the end of each question, a lowercase i will show if you hover your mouse over it revealing help text for that question.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

\*

Please enter a valid Number

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

i

\*

Please enter a valid Number

How many employees (that are new to the MS4 or new to the job category) have NOT been educated in accordance with the PIE plan within 6 months?

\*

For existing employees: provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.

\*

## MCM 1: Public Education

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

\*

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

\*

How many employees (that are new to the MS4 or new to the job category) have NOT been educated in accordance with the PIE plan within 6 months?

\*

For existing employees: provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.

\*

# Engineering & Development Community

## Management Measure

Conduct activities as described in the PIE plan targeted to address the following issues:

- a. Awareness of the stormwater ordinances, regulations, and guidance materials related to long-term water quality impacts; and
- b. Awareness of stormwater ordinances, regulations, and guidance materials related to construction phase water quality impacts.

# Engineering & Development Community

Measurable Goals	
Permittees must conduct or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.	
MS4 Population at NOI submittal	Minimum Number of activities conducted
Population $\leq 10,000$	Per 5 year permit term 1
$10,001 \leq$ Population $\leq 25,000$	Per 5 year permit term 2
$25,001 \leq$ Population $\leq 50,000$	Per each reporting year 1
Population greater than or equal to 50,001	Per each reporting year 2

# Engineering & Development Community

## Annual Report Requirement

- Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience and;
- Approximate # of that audience that was reached.

Annual Report Requirement
- Total Number of activities conducted
Provide the details of each activity including: - description; - date; - management measures addressed; - specifically targeted audience and; - approximate number of that audience that was reached.

# Form Example

## MCM 1: Public Education

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

2

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

2

Measurable Goals	
Permittees must conduct or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.	
MS4 Population at NOI submittal	Minimum Number of activities conducted
Population $\leq$ 10,000	Per 5 year permit term 1
10,001 $\leq$ Population $\leq$ 25,000	Per 5 year permit term 2
25,001 $\leq$ Population $\leq$ 50,000	Per each reporting year 1
Population greater than or equal to 50,001	Per each reporting year 2

# Form Example

Provide the status of your MS4 program's public education and outreach activities for the Engineering and Development Community during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: LONG TERM WATER QUALITY IMPACTS	MANAGEMENT MEASURE: CONSTRUCTION WATER QUALITY IMPACTS	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE
Engineering and Development Community	Display Booth @ Engineer Conference	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	01/03/2023	Engineers	21 <input type="checkbox"/>
Engineering and Development Community	Display Booth @ Homebuilding Trade Show	Yes <input type="checkbox"/>	Yes <input type="checkbox"/>	03/15/2023	contractors, developers	120 <input type="checkbox"/>

ADD ROW

# Form Guidance

## Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Long Term Water Quality Impacts (Select Yes if the activity listed in this row addressed the 4.2.1.2.a Awareness of the stormwater ordinances, regulations, and guidance materials related to long-term water quality impacts.)

Management Measure: Construction Water Quality Impacts (Select Yes if the activity listed in this row addressed the 4.2.1.2.b. Awareness of stormwater ordinances, regulations, and guidance materials related to construction phase water quality impacts.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. restaurants, Engineers, Developers ) A broad based event such as tabling at a local trade show may list commercial and development community as the specifically targeted audience.

# of Audience (Enter the approximate number of individuals that were reached with this activity.)

Provide the status of your MS4 program's public education and outreach activities for the Engineering and Development Community during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: LONG TERM WATER QUALITY IMPACTS	MANAGEMENT MEASURE: CONSTRUCTION WATER QUALITY IMPACTS	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE
Engineering and Development Community	Display Booth @ Engineer Conference	Yes	Yes	01/03/2023	Engineers	21
Engineering and Development Community	Display Booth @ Homebuilding Trade Show	Yes	Yes	03/15/2023	contractors, developers	120

ADD ROW

# Employees

## Management Measure

Conduct activities as described in the PIE plan targeted to address the following issues:

- a. Awareness of water quality impacts from daily operations;
- b. Pollution Prevention and Good Housekeeping (see subpart 4.2.6); and
- c. The awareness of identifying and reporting procedures for illicit connections/discharges, sanitary sewer diversions or seepages, spills, etc. (see subpart 4.2.3e)

# Employees

## Measurable Goals

Permittees must educate all employees as identified by job category in the PIE plan. New employees must be trained within six months of their employment or movement into an applicable job category. All responsible employees must receive training and/or retraining within the permit term, to address the issues identified under "management measures"

# Employees

## Annual Report Requirement

**For employees that are new to the MS4 or new to the job category:**

- provide the total # of employees NOT educated in accordance with the PIE plan within 6 months

**For existing employees:**

- provide the total # of employees NOT educated in accordance with the PIE plan within the permit term

### Annual Report Requirement

- For employees that are new to the MS4 or new to the job category: provide the total number of employees NOT educated in accordance with the PIE plan within 6 months
- For existing employees: provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.

# Form Example

## MCM 1: Public Education

CLEAR SECTION

Below report on the educational activities completed during the reporting year. The tables are designed to present the minimum number of activities for each management measure as required by the permit. Delete unused rows. Please note, rows cannot be added. There is an additional space at the end of this section to report additional activities i.e. activities in excess of the permit requirements.

Provide the number of activities completed during the reporting year for the Public (Subpart 4.2.1.1. of the permit).

Provide the number of activities completed during the reporting year for the Engineering and Development Community (Subpart 4.2.1.2. of the permit).

How many employees (that are new to the MS4 or new to the job category) have NOT been educated in accordance with the PIE plan within 6 months?

\* |

⚠ Count how many employees are new to the MS4 or their Job Category. Subtract the number of employees that were trained in accordance with the PIE plan within 6 months. That value is what is reported in this field.

For existing employees: provide the total number of employees NOT educated in accordance with the PIE plan within the permit term.

\*

⚠ Please enter a valid Number

# Supporting Documentation

## Supporting Documentation for Activities described in this section.

*You may attach supporting documentation for this MCM such as photos, sign in sheets, flyers, etc.*

*Please be aware that files exceeding 500 MB in size are not recommended.*

Drop files here to upload



OR

CHOOSE FILE

Example Document.pdf



### Comment

The attached document includes sign in sheets and photo documentation for each activity.

### Notes:



Please enter any additional notes or clarifications that you would like to include.

MCM 1: Public Education

MCM 2: Public Involvement And Participation

## MCM 2: Public Involvement And Participation

Below report on the involvement/participation activities completed during the reporting year. The tables are designed to present the minimum



# MCM 2: Public Involvement/Participation

MCM 2: Permit Subpart **4.2.2.**

# MCM 2 – Form Section Overview

## MCM 2: Public Involvement And Participation

MCM 1:  
Public  
Education

MCM 2: Public  
Involvement  
And  
Participation

Provide the status of your MS4 program's public involvement/participation activities for the **General Public** audiences during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION ▲	MANAGEMENT MEASURE: POLLUTION PREVENTION ▲	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY ▲	MANAGEMENT MEASURE: STORAGE, USE, DISPOSAL OF FLUIDS ▲	MANAGEMENT MEASURE: ILLICIT DISCHARGES ▲	DATE OF ACTIVITY ▲	SPECIFICALLY TARGETED AUDIENCE ▲	# OF AUDIENCE ▲	SPONSORED ACTIVITIES
General Public	*	* Select...	* Select...	* Select...	* Select...		*	*	N/A x

ADD ROW

Is your Stormwater Management Program Plan documentation available online?

\* Select...

Was the MS4 program documentation formally placed on public notice during the reporting year?

\* Select...

**Subpart 4.2.2. requires the following detail applicable changes as directed. This requirement will be located in...**

Provide the status of your MS4 program's public involvement/participation activities for the **Commercial and Development Community** during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION ▲	MANAGEMENT MEASURE: POLLUTION PREVENTION ▲	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY ▲	DATE OF ACTIVITY ▲	SPECIFICALLY TARGETED AUDIENCE ▲	# OF AUDIENCE ▲
Commercial and Development Community	*	* Select...	* Select...		*	*

ADD ROW

Is information for all construction site projects accessible to the public?

\* Select...

Number of comments received from the public on construction site projects.

\*

Are all comments from the public on construction site projects considered?

\* Select...

Number of reports during the reporting period received from the public via public reporting system (IDDE reports)?

\*

Provide the number of activities completed during the reporting year for the General Public (Subpart 4.2.2.1. of the permit).

\*

Provide the number of activities completed during the reporting year for the Commercial and Development Community (Subpart 4.2.2.2. of the permit).

\*

### Supporting Documentation for Activities described in this section.

You may attach supporting documentation for this MCM such as photos, sign in sheets, flyers, etc.

Please be aware that files exceeding 500 MB in size are not recommended.

Drop files here to upload

OR

CHOOSE FILE

Comment

# MCM 2 - Objectives

Promote, publicize, and facilitate citizen's participation in the development and implementation of the stormwater management program in order to reduce the discharge of pollutants to the maximum extent practicable.

## Reach two major audiences:

- the **public** (4.2.2.1);
- **commercial and industrial community** (4.2.2.2.).

# Two Major Audiences

- Management Measure
- Measurable Goals
- **Annual Report Requirement**

# Public Involvement/Participation

Management Measure	Measurable Goals	Annual Report Requirement
<p>Provide public access to the Stormwater Management Program records, including a written description of the Stormwater Management Program, available to the public at reasonable times during regular business hours</p>	<p>Make written description of Stormwater Management Program (e.g. plans) Either</p> <ul style="list-style-type: none"> <li>- Available on the MS4's webpage Or</li> <li>- (For MS4 without webpage) make available through the MS4's public records review process</li> </ul>	<p>Provide the web address for the Stormwater Management Program plan documentation</p> <p>or</p> <p>Provide a brief description of the public records request process</p>
<p>Develop and implement a formal public notice process including</p>	<p>Prior to the Second annual report due date complete the formal public notice process for the entire Stormwater Management Program including response to comments. For subsequent years, formal public notice is required only when major changes (see subpart 4.4.1) are made to the Stormwater Management Program</p>	<ul style="list-style-type: none"> <li>- For years when the program is required to be formally placed on public notice, a copy of the public notice and response to comments shall be submitted with the annual report. Or</li> <li>- For years when the program is not formally placed on public notice, indicate as such in the annual report.</li> </ul>
<p>Mechanisms, procedures, and processes for public access to information on projects and receiving and considering</p>	<p>- documenting and responding to public comments</p> <p>- mechanism to identify major modification to the Stormwater Management Program that require a formal public notice process (see subpart 4.4.1)</p>	<ul style="list-style-type: none"> <li>- Detail applicable changes as directed in subpart 4.4.1</li> </ul>
<p>Encourage and promote citizen reporting of illegal spillage, dumping, or otherwise disposal of materials into the MS4 storm sewer system (see subpart 4.2.3)</p>	<p>Develop and implement a public reporting system e.g. a hotline (see subpart 4.2.3) to facilitate and track public reports of spills, discharges, and dumping to its storm sewer system.</p>	<p>Yes/No Is information for all construction site projects accessible to the public?</p>
<p>comments from the public on those projects. See subpart 4.2.4</p>	<p>- Information for 100% of all construction site projects (see subpart 4.2.4) is accessible to the public?</p>	<p>- # of comments received from the public on construction site projects</p> <p>- Yes/No Are all comments from the public on construction site projects considered?</p>
<p>Provide the number of activities reported by General Public (Subpart 4.2.2.1)</p>	<p>- 100% of all comments from the public construction site projects (see subpart 4.2.4) are considered in accordance with the Stormwater Management Program</p>	<p>- The number of reports received from the public</p>

- Management Measure
- Measurable Goals
- Annual Report Requirement

MCM 2: Permit Subpart 4.2.2.

# Form Example

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is your Stormwater Management Program Plan documentation available online?

Yes

Provide the web address for the Stormwater Management Program plan documentation

Please enter a valid Url. Example: <http://www.testing.org>

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is your Stormwater Management Program Plan documentation available online?

No

Provide a brief description of the public records request process.

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

Is your Stormwater Management Program Plan documentation available online?

No

Provide a brief description of the public records request process.

EXAMPLE: The public may obtain a copy of our program's documentation by submitting a record request form that is available on our stormwater webpage.

# Form Example

MCM 2: Public Involvement And Participation

Was the MS4 program documentation formally placed on public notice during the reporting year?

No

Prior to the Second annual report due date the MS4 is required to complete the formal public notice process for the entire Stormwater Management Program including response to comments. A copy of the public notice and response to comments shall be provided with the appropriate Annual Report reporting year. See subpart 4.2.2

MCM 2: Public Involvement And Participation

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

MCM 4: Construction Site Stormwater Runoff Pollutant Control

Was the MS4 program documentation formally placed on public notice during the reporting year?

Yes

\* Provide a copy of the public notice to the permittee.

Please be aware that files are required to be submitted.

Comment

**Existing MS4s must formally place program documentation on public notice by 30SEP24.**

**(Remember: The Annual Report covers the period beginning on July 1st and ending on June 30<sup>th</sup>.)**

# Form Example

Management Measure	Measurable Goals	Annual Report Requirement
Provide public access to the Stormwater Management Program records, including a written description of the Stormwater Management Program, available to the public at reasonable times during regular business hours	<p>Make written description of Stormwater Management Program (e.g. plans) Either</p> <ul style="list-style-type: none"> <li>- Available on the MS4's webpage Or</li> <li>- (For MS4 without webpage) make available through the MS4's public records</li> </ul>	<p>Provide the web address for the Stormwater Management Program plan documentation</p> <p>or</p> <p>Provide a brief description of the public records request process</p>

MCM 2: Public Involvement And Participati

**i** Subpart 4.2.2. requires the following in the annual report  
**Detail applicable changes as directed in subpart 4.4.1**  
**This requirement will be located in the Program Modifications Section**

that require a formal public notice process (see subpart 4.4.1)	major changes (see subpart 4.4.1) are made to the Stormwater Management Program	- Detail applicable changes as directed in subpart 4.4.1
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# Form Example

Education

**MCM 2: Public Involvement And Participation**

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

MCM 4: Construction Site Stormwater Runoff Pollutant

Is information for all construction site projects accessible to the public? i

Yes x ▼

Number of comments received from the public on construction site projects.

20

Are all comments from the public on construction site projects considered?

No x ▼

Number of reports during the reporting period received from the public via public reporting system (IDDE reports)?

\*

⚠ Please enter a valid number for public reports of spills, discharges, and dumping to your storm sewer system.

	accordance with the Stormwater Management Program	the public on construction site projects considered
Encourage and promote citizen reporting of illegal spillage, dumping, or otherwise disposal of materials into the MS4 storm sewer system (see subpart 4.2.3)	Develop and implement a public reporting system e.g. a hotline (see subpart 4.2.3) to facilitate and track public reports of spills, discharges, and dumping to its storm sewer system.	- The number of reports received from the public

**MCM 2: Permit Subpart 4.2.2.**

# General Public

## Management Measure

Conduct activities as described in the plan targeted to address the following issues:

- a. Pollution Prevention ;
- b. Impacts on water quality or local stormwater management issues;
- c. Storage, use, and disposal of household hazardous waste, automotive-related fluids, pesticides, herbicides, and fertilizers use; and
- d. Identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.

# General Public

Measurable Goals	
Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.	
MS4 Population at NOI submittal	Minimum Number of activities conducted each reporting year
Population $\leq 10,000$	Per 5 year permit term 2
$10,001 \leq$ Population $\leq 25,000$	Per each reporting year 1
$25,001 \leq$ Population $\leq 50,000$	Per each reporting year 3
Population greater than or equal to 50,001	Per each reporting year 6

# General Public

## Annual Report Requirement

- Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience; and
- Approximate # of that audience reached.

For sponsored activities only:

- Identify if the event sponsored monetarily or as a donation in kind

### Annual Report Requirement

- Total Number of activities conducted

Provide the details of each activity including:

- description;
  - date;
  - management measures addressed;
  - specifically targeted audience and; approximate number of that audience that was reached.
- For sponsored activities only:
- Identify if the event sponsored monetarily or as a donation in kind

# Form Example

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

MCM 4: Construction Site Stormwater Runoff Pollutant Control

Are all comments from the public on construction site projects considered?

No

Number of reports during the reporting period received from the public via public reporting system (IDDE reports)?

1

Provide the number of activities completed during the reporting year for the General Public (Subpart 4.2.2.1. of the permit).

Please enter a valid Number

Provide the number of activities completed during the reporting year for the Commercial and Development Community (Subpart 4.2.2.2. of the permit).

Measurable Goals	
Permittees must conduct and/or sponsor a minimum number of activities (as identified below) that address each of issues identified under "management measures" every reporting year.	
MS4 Population at NOI submittal	Minimum Number of activities conducted each reporting year
Population ≤10,000	Per 5 year permit term 2
10,001 ≤ Population ≤25,000	Per each reporting year 1
25,001 ≤ Population ≤ 50,000	Per each reporting year 3
Population greater than or equal to 50,001	Per each reporting year 6

# Form Example

NPDES MS4 Annual Report ⓘ  
 MS4 Owner Name Olivia's Diaper Recycling Facility(TEST) Submission HPT-WC3Z-8QVSV Revision 1 Form Version 1.12

monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)

Provide the status of your MS4 program's public involvement/participation activities for the General Public audiences during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: POLLUTION PREVENTION	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY	MANAGEMENT MEASURE: STORAGE, USE, DISPOSAL OF FLUIDS	MANAGEMENT MEASURE: ILLICIT DISCHARGES	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE	SPONSORED ACTIVITIES
General Public	Blue Water Stream Clean-up	Yes x	Yes x	Yes x	Yes x	04/12/2023	School Age Children	30	SPONSORED ACTIVITIES <input type="button" value="See CANCEL"/> N/A Monetary Donation in kind

ADD ROW

**Annual Report Requirement**

Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed;
- specifically targeted audience and;
- approximate number of that audience that was reached.

For sponsored activities only:

- Identify if the event sponsored monetarily or as a donation in kind

# Form Guidance

**NPDES MS4 Annual Report** ⓘ  
MS4 Owner Name Olivia's Diaper Recycling Facility(TEST) Submission HPT-WC3Z-8QVSV Revision 1 Form Version 1.12 ⚙

monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)

Provide the status of your MS4 program's public involvement participation activities for the General Public

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: POLLUTION PREVENTION	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY	MANAGEMENT MEASURE: STORAGE, USE, DISPOSAL OF FLUIDS	MANAGEMENT MEASURE: ILLICIT DISCHARGES
General Public	Blue Water Stream Clean-up	Yes x ▾	Yes x ▾	Yes x ▾	Yes x ▾

**ADD ROW**

### Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Pollution Prevention (Select Yes if the activity listed in this row addressed the 4.2.2.1.a Pollution Prevention Management Measure.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.2.1.b. Impacts on water quality or local stormwater management issues.)

Management Measure: Storage, Use, Disposal of Fluids (Select Yes if the activity listed in this row addressed the 4.2.2.1.c. Storage, use, and disposal of household hazardous waste, automotive related fluids, pesticides, herbicides, and fertilizers use.)

Management Measure: Illicit Discharges (Select Yes if the activity listed in this row addressed the 4.2.2.1.d. Identifying and reporting procedures for illicit connections/discharges, sanitary sewer seepage, spills, etc.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. school age children, Homeowners with SCMs) A broad based event such as tabling at a festival may list general public as the specifically targeted audience.

# of Audience (Enter the approximate number of individuals that were reached with this activity.)

Sponsored Activities (Identify if the event sponsored monetarily e.g. money or as a donation in kind e.g. goods or services by the MS4 program. If it was not a sponsored activity, leave N/A in the cell.)

# Commercial & Industrial Community

## Management Measure

Conduct activities as described in the plan targeted to address the following issues:

- a. Pollution Prevention; and
- b. Impacts on water quality or local stormwater management issues.

# Commercial & Industrial Community

<b>Measurable Goals</b>	
Permittees must conduct or sponsor a minimum number of activities (as identified below) that address each of issues identified under “management measures” every reporting year.	
<b>MS4 Population at NOI submittal</b>	<b>Minimum Number of activities conducted each reporting year</b>
Population $\leq$ 10,000	Per 5 year permit term 1
10,001 $\leq$ Population $\leq$ 25,000	Per 5 year permit term 2
25,001 $\leq$ Population $\leq$ 50,000	Per each reporting year 1
Population greater than or equal to 50,001	Per each reporting year 2

# Commercial & Industrial Community

## Annual Report Requirement

- Total # of activities conducted

Provide the details of each activity including:

- Description;
- Date;
- Management measures addressed;
- Specifically targeted audience and;
- Approximate # of that audience that was reached.

Annual Report Requirement
- Total Number of activities conducted
Provide the details of each activity including: - description; - date; - management measures addressed; - specifically targeted audience and; - approximate number of that audience that was reached.

# Form Example

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

MCM 4: Construction Site Stormwater Runoff Pollutant Control

Reporting system (IDDE reports):

Provide the number of activities completed during the reporting year for the General Public (Subpart 4.2.2.1. of the permit).

Provide the number of activities completed during the reporting year for the Commercial and Development Community (Subpart 4.2.2.2. of the permit).

⚠ Please enter a valid Number

## Annual Report Requirement

- Total Number of activities conducted

Provide the details of each activity including:

- description;
- date;
- management measures addressed;
- specifically targeted audience and;
- approximate number of that audience that was reached.

# Form Example

Provide the status of your MS4 program's public involvement/participation activities for the **Commercial and Development Community** during the reporting period.

TARGET AUDIENCE	ACTIVITY DESCRIPTION	MANAGEMENT MEASURE: POLLUTION PREVENTION	MANAGEMENT MEASURE: IMPACTS ON WATER QUALITY	DATE OF ACTIVITY	SPECIFICALLY TARGETED AUDIENCE	# OF AUDIENCE ▲
Commercial and Development Community	Display Booth @ Homebuilding Trade Show (entry to win 10 gallons of paint for those that filled out a questionnaire regarding water quality)	Yes	Yes	01/03/2023	homebuilders, contractors, developers	*   Approximate number of that audience that was reached.

ADD ROW

# Form Guidance

## Column Descriptions

Target Audience (This column is fixed and cannot be changed.)

Activity Description: (Provide details as to the specific activity that was conducted.)

Management Measure: Pollution Prevention (Select Yes if the activity listed in this row addressed the 4.2.2.2.a Pollution Prevention Management Measure.)

Management Measure: Impacts on Water Quality (Select Yes if the activity listed in this row addressed the 4.2.2.2.b. Impacts on water quality or local stormwater management issues.)

Date of Activity (Enter the date the activity took place. If the activity took place across multiple days enter the Date of the first day of the activity.)

Specifically Targeted Audience (This column is used to provide more details as to the audience the activity was targeting e.g. restaurants, Engineers, Developers ) A broad based event such as tabling at a local trade show may list commercial and development community as the specifically targeted audience.

# of Audience (Enter the approximate number of individuals that were reached with this activity.)

The screenshot shows a data entry form with a sidebar on the left containing menu items: MCM 2: Public Involvement / Participation, MCM 3: Illicit Discharge Detection & Elimination, MCM 4: Construction Site Stormwater Runoff Pollutant Control, and MCM 5: Post Construction/ Permanent. The main form area has a table with columns: MEASURE: IMPACTS, DATE OF ACTIVITY, SPECIFICALLY TARGETED AUDIENCE, and # OF AUDIENCE. A row is visible with the date 01/03/2023 and the audience description 'homebuilders, contractors, developers'. A callout box from the 'Column Descriptions' section points to the 'SPECIFICALLY TARGETED AUDIENCE' column. A warning message is displayed in the bottom right corner: 'Approximate number of that audience that was reached.'

# Supporting Documentation

MCM 2: Public Involvement And Participation

MCM 3: Illicit Discharge Detection & Elimination (IDDE)

MCM 4: Construction Site Stormwater Runoff Pollutant Control

Supporting Documentation for Activities described in this section.

*You may attach supporting documentation for this MCM such as photos, sign in sheets, flyers, etc.*

*Please be aware that files exceeding 500 MB in size are not recommended.*

Drop files here to upload



OR

CHOOSE FILE

Example Document.pdf ✕

**Comment**

**Example:** the attached document includes the questionnaires that were filled out during the Homebuilding Trade show and a picture of the participants and items donated for the stream clean up event.



**Reminders**

# Who Do I Call?

For Technical Questions about the report

- Robby Karesh 615- 253-5402  
[Robert.Karesh@tn.gov](mailto:Robert.Karesh@tn.gov)
- Brown Patton 423-254-7407  
[Brown.Patton@tn.gov](mailto:Brown.Patton@tn.gov)

For Portal Questions

- *Password Reset*
- *Locked accounts*
- *Challenge question Reset*
- *Site doesn't work*
- *Form Functionality*
- [BG-Help\\_Desk@tn.gov](mailto:BG-Help_Desk@tn.gov)

*Put MyTDEC Forms in the subject line*



# Issue: Can't type in your permit number

## NPDES MS4 Annual Report

VERSION 1.12

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### INSTRUCTIONS

Per Part 5.1 of the Small MS4 General permit

- a. The Annual Report shall cover the period beginning on July 1st and ending on June 30th;
- b. The Annual Report shall be due on September 30th after the end of the reporting period.;
- c. The permittee shall sign and certify the Annual Report in accordance with subpart 7.11.; and
- d. The annual report shall be submitted electronically through MyTDEC Forms

Please note references in this form to "the permit" or specific subparts are referencing the 2022 Small MS4 General Permit.

NPDES Tracking Number (ex. TNS00####)

\*

 NPDES Tracking Number (ex. TNS00####) can't be blank

# Resolution: Can't Type in Your Permit Number

- Delegation of authority letter hasn't been received by the division
- There is a typo or incorrect email in our database
- Division personnel received the delegation of authority letter, but missed your name.
- Delegation of authority letter listed a position.

## ***How to Fix***

- Contact Robby Karesh or Brown Patton

# What About Consultants?

- Since Consultants don't meet the requirements of the rules for an appropriate duly authorized individual, their signature **cannot** be accepted.
- An individual with the MS4 that is either an official contact or a delegated signatory can create a MS4 Annual report and share it with the consultant to fill out.

# How to Share a Report

## Manage Access to the Submission (Submission #: HPE-3R15-D3WYW, v1)

Enter the email address for the user you would like to authorize:

Adding a user will allow them to access, modify and view this submission. The user must be registered with the system to be eligible.

Can Manage Access to Submission?

 Add

### Users with Access to this Submission

 Username	 Affiliation	 Can Manage Access to Submission?	 Is Submission Owner?	Actions
Ariel Wessel-Fuss	Division of Water Resources	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Erin McComas	TDEC-DWR	<input type="checkbox"/>	<input type="checkbox"/>	

 Done

# When Might I need to Share A Report?

- MS4 only wants the public works director to have the physical ability to sign a form, but the MS4 program manager needs to fill it out.
  - The Public Works director will need to start a form and share it with the MS4 program manager. The program manager will then send it back to the public works director to sign.
- The MS4 program has multiple people responsible for different aspects of the MS4 program. One person will need to start the form and share it with everyone who will be inputting data. When it is filled in, the form will be sent to the signatory.
- The MS4 uses a consultant for filling out the annual report. The MS4 delegated signatory will start a form and share it with the consultant. A consultant fills out the form and sends it to the MS4 delegated signatory to complete.

# Why Is This So Complicated?

- We needed to include safe guards in place to prevent malicious submittals
- Reports prefill information based on data we already have in our database. In order to make sure the right information is filled into the right form, there cannot be any typos. This data will eventually be sent directly to EPA.
- Compliance determinations will be made from this data, so ensuring data integrity is critical.

# More on Signing Reports

- For MS4s that are not Co-Permittees – 1 person must sign the report
- For MS4s that are Co-Permittees – at least one person must sign the report, but maybe more if your program requires it.
- As long as an appropriate representative from the MS4 signs the report, we will not reject an Annual Report if a consultant has signed it as well. Note: the consultant's signature has no significance.

# Primary Annual Report Contacts

- Brown Patton
- 423-254-7407

[Brown.Patton@tn.gov](mailto:Brown.Patton@tn.gov)

- Bradley
- Hamilton
- McMinn
- Putnam
- Warren
- Carter
- Greene
- Hawkins
- Washington
- Cumberland
- Anderson
- Blount
- Hamblen
- Jefferson
- Knox
- Loudon
- Sevier
- Sullivan

- Robby Karesh

- 615- 253-5402

[Robert.Karesh@tn.gov](mailto:Robert.Karesh@tn.gov)

- Davidson
- Dickson
- Montgomery
- Robertson
- Rutherford
- Sumner
- Williamson
- Wilson
- Shelby
- Dyer
- Haywood
- Henry
- Madison
- Obion
- Weakley
- Bedford
- Coffee
- Marshall
- Maury

# Recordings

- A copy of the slides and a recording of each session will be uploaded to the MS4 page
- <https://www.tn.gov/environment/permit-permits/water-permits1/npdes-permits1/npdes-stormwater-permitting-program/npdes-municipal-separate-storm-sewer-system-ms4--program.html>

# Session 3

## MS4 Training - Session 3

**Tuesday, June 13, 2023 (9:00 AM -10:30 AM CT / 10:00 AM -11:30 AM ET)**

During this session, the Division will provide an overview of the form related to:

- Minimum Control Measure 3: Illicit Discharge Detection & Elimination (IDDE) and
- Minimum Control Measure 6: Pollution Prevention/Good Housekeeping for Municipal Operations.